

CHARTER

Facilities Management Systems Partnership

Purpose

This charter updates the Facilities Management Systems Partnership (FMSP) and establishes the Change Management Board (CMB) as a subset of the FMSP and better describes the purpose, organization, and operating procedures of the FMSP and CMB. This update is needed as a result of the decision to combine existing applications of the commercial maintenance management software MAXIMO™ presently existing within individual bureaus into a single database application for linkage with the Department's Financial and Business Management System (FBMS). The new combined application is designated as the Facility Maintenance Management System (FMMS).

The purpose of the original FMSP was to provide a forum for the Department of the Interior (DOI) and its facilities managing Bureaus to coordinate the development and use of MAXIMO™ maintenance management software applications. These systems are important tools for improvement of the overall condition of the constructed assets, better allocation and utilization of the limited resources dedicated to maintaining those assets, and providing accurate and timely information to the Office of Management and Budget, the Congress, and the public.

The FMSP reports to the Asset Management Team (AMT) as established by the DOI.

Mission Statement

It is the mission of the FMSP to collaboratively develop and implement the FMMS used by the Department and the bureaus to more effectively manage their constructed assets.

Authority

The FMSP is hereby established by the Assistant Secretary-Policy, Management, and Budget through this Charter. The FMSP will function under the guidance of the AMT.

Membership

The FMSP will include members from each of the facility managing Bureaus and selected offices within DOI. Because of the nature of the FMSP responsibilities, in addition to a facilities management specialist, Bureaus will also have an information system technical specialist as representatives. The membership of the FMSP will consist of representatives from the following Interior Bureaus and Departmental offices:

- Bureau of Indian Affairs
- Bureau of Land Management
- Bureau of Reclamation
- National Park Service
- U.S. Fish and Wildlife Service

U.S. Geological Survey
National Business Center
DOI Office of Information Resources Management
DOI Office of Budget
DOI Office of Financial Management
DOI Office of Acquisition and Property Management

Representatives of the other agencies and organizations participating in cooperative efforts with the Department related to real property management are invited to participate in the FMSP.

These include but are not limited to:

U.S. Forest Service, Department of Agriculture
Indian Health Service, Department of Health and Human Services

The FMSP will elect a Chairperson from within its members. That Chairperson will be a representative of one of the facilities managing Bureaus. The Chair shall have a term of 18 months.

The FMMS Project Management Office (currently proposed to be established) is recommended to have two representatives on the FMSP, they are the Project Manager and the Change Management Specialist. The Change Management Specialist is responsible for assuring that official records are kept on the details of all CMB activities including the technical and business rules for managing the FMMS database.

Voting

The voting FMSP members shall consist of one representative from each participating Bureau and the National Business Center. If members are unable to attend a meeting, an alternate that has been briefed on the issues and has full authority to represent and vote may attend in their place.

In order for a vote to take place, a quorum must be present. A quorum exists when all 7 voting members are represented. Decision-making will be by consensus. An 'approved' consensus vote means that no individual member opposes an action. This signifies that a consensus exists and everyone can live with the decision even though they may not fully support the action.

Issue Resolution

Issues not able to be resolved either by lack of consensus or beyond the authority of the FMSP will be elevated to the AMT for resolution. If the AMT can not resolve the issue, the issue will be elevated to MIT for final decision.

Responsibilities

The FMSP will:

- Coordinate development and implementation of FMMS within DOI.
- Provide a forum for exchanging information and experience on FMMS and related systems.
- Develop standardized facilities management data definitions and systems requirements.

- Coordinate FMMS developments with the DOI FBMS Project.
- Develop improved methods for meeting regulatory and other requirements (e.g., FASAB 6, 11, 14, 16).
- Recommend future software enhancements and acquisitions.
- Ensure that business process improvements that are supported by FMMS can be rolled out across the DOI as quickly as possible.
- Ensure that Bureaus can meet their unique business requirements to serve their mission.
- Ensure that activities are fully integrated with related functions within the FBMS, and modifications that are Bureau specific do not adversely affect the FMMS production environment.
- Ensure that activities are fully integrated with AMT decisions and Department and Bureau Asset management Plans.
- Represent all participating Bureaus' FMMS users and make decisions for the benefit of the FMMS.
- Solicit and manage change requests from FMMS users to improve system usefulness and functionality taking into consideration related functionality in the linked FBMS.
- Prioritize approved changes.
- Assign tasks to appropriate organizations or individuals.
- Notify system users, the AMT, and other interested parties about FMMS changes.

Meetings

The FMSP will meet approximately quarterly or on a schedule determined by the AMT. Additional meetings may be held as needed and may be conducted by teleconferencing or other means if appropriate.

Finances

The FMSP is not a funded organization. Participating organizations are expected to pay their own costs for participating in FMSP meetings. Shared projects will be funded by participating organizations using agreed upon funding formulas on a case-by-case basis for each project.

Change Management Board

Purpose

- To ensure that FMMS and its associated business rules are systematically documented.
- To ensure that application software performs as intended.
- To ensure that 'core configuration' is standardized.
- To evaluate then approve, disapprove or make recommendations to change requests.
- To ensure that approved changes are systematically scheduled, tested, and implemented in a timely manner.

Membership

CMB membership may be changed without amending this charter. The CMB members shall include the information system technical representatives from the following organizations:

Bureau of Indian Affairs

Bureau of Land Management
Bureau of Reclamation
National Park Service
U.S. Fish and Wildlife Service
US Geological Survey
National Business Center
FMMS Project Management

The CMB will elect a Chairperson from its members. That Chairperson will be an information system technical representative of one of the facilities managing Bureaus. The Chair shall have a term of 18 months.

The FMMS Project Management Office (currently proposed to be established) is recommended to have two representatives on the CMB, they are the Project Manager and the Change Management Specialist. The Change Management Specialist is responsible for assuring that official records are kept on the details of all CMB activities including the technical and business rules for managing the FMMS database.

Voting

The voting CMB members shall consist of the information system technical representative from each participating Bureau and NBC. If members are unable to attend a meeting, an alternate that has been briefed on the issues and has full authority to represent and vote may attend in their place.

In order for a vote to take place, a quorum must be present. A quorum exists when all 7 voting members are represented. . Decision-making will be by consensus. An 'approved' consensus vote means that no individual member opposes an action. This signifies that a consensus exists and everyone can live with the decision even though they may not fully support an action.

Issue Resolution

Issues not able to be resolved either by lack of consensus or beyond the authority of the CMB will be elevated to the FMSP for resolution. Issues not able to be resolved either by lack of consensus or beyond the authority of the FMSP will be elevated to the AMT for resolution. If the AMT can not resolve the issue, the issue will be elevated to MIT for final decision.

Responsibilities

CMB members will:

- 1) Solicit, initiate, receive, review, and evaluate change requests.
- 2) Prepare for meetings by studying pre-meeting material and proposed changes prior to meetings.
- 3) Attend all CMB meetings. Alternates will attend in the absence of the primary representative.
- 4) Voting CMB members will approve, disapprove, or make recommendation to change requests.

- 5) Complete assignments made by the CMB chairperson.
- 6) Actively participate in the development of the single platform instance of FMMS.

CMB Chair will:

- 1) Call CMB meetings as needed and determine the meeting format (onsite or by teleconference).
- 2) Notify CMB members, and others that should be involved, of meetings.
- 3) Act on all submissions to the CMB and consider the recommendations of all members.
- 4) Make assignments as necessary.
- 5) Determine whether proposed change requests are within the scope of the CMBs' authority.
- 6) Ensure that proper processes and procedures are followed.
- 7) Validate and verify that approved changes have occurred and the desired results have occurred.

FMMS Project Management Office is responsible for the facilitation of all aspects of the FMMS development and maintenance. In carrying out those responsibilities they will assist the CMB in the following areas:

- 1) Coordinate issues with the Information Technology, AMT and FBMS communities.
- 2) Ensure that system changes are documented and released according to DOI and Bureau policies and procedures.
- 3) Ensure that new data requirements do not make the system dysfunctional or so complicated that the FMMS no longer functions as a maintenance management system.
- 4) Set up and maintain FMMS documentation so that it is accurate, complete, and up-to-date.
- 5) Prepare and distribute meeting agendas, minutes, and reports.
- 6) Prepare analysis of FMMS change requests prior to submission to the CMB.
- 7) Record assignments and track accomplishments.
- 8) File agendas, minutes, and reports in the appropriate record systems.

Change Requests

The CMB will evaluate the impact of additions and changes and determine the course of action to be pursued. Actions may include:

- 1) Approved for prioritization, action and deployment.
- 2) Approved but deferred for later action.
- 3) Disapproved, the change will not be made to the system
- 4) Prioritize approved changes based on urgency and need
- 5) Changes that must be made to comply with legislation or policy will be of highest priority unless resources are not available to accomplish.

Meetings

Meetings will be held on the last day of an FMSP meeting. Additional meetings may be held as needed and may be conducted by teleconferencing or other means if appropriate.

Finances

The CMB is not a funded organization. Any cost for change requests that are approved for the 'core configuration' shall be born by all Bureaus. These costs shall be distributed according to the percentage of licenses that each Bureau maintains. Individual Bureau changes that are approved but will not affect the 'core configuration' shall be born by the benefiting Bureau.

Signature Page

Signatories below in their role as Senior Asset Management Officers for their respective organization concur in actions described in this charter:

_____ Bureau of Indian Affairs	_____ Date
_____ Bureau of Land Management	_____ Date
_____ Bureau of Reclamation	_____ Date
_____ National Park Service	_____ Date
_____ U.S. Fish and Wildlife Service	_____ Date
_____ U.S. Geological Survey	_____ Date
_____ National Business Center	_____ Date
_____ Department of the Interior	_____ Date

This Charter becomes effective when signed by the Assistant Secretary-Policy, Management, and Budget and may be revised by with approval of the Assistant Secretary.

Approved

_____ Assistant Secretary-Policy, Management, and Budget, Department of the Interior	_____ Date
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